

PROVINCE OF SASKATCHEWAN



10-11

ANNUAL REPORT

OFFICE OF THE
PROVINCIAL SECRETARY

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Publications released by the Office during the year are available at our website:
www.ops.gov.sk.ca

Letters of Transmittal



Minister's Letter of Transmittal

The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan

May it Please Your Honour:

I respectfully submit the Annual Report of the Office of the Provincial Secretary for the fiscal year ending March 31, 2011.

Our Government is committed to increased accountability, keeping our promises, responsibly managing expenditures, and remaining transparent and accountable to the people of Saskatchewan.

In 2010-11, the Office of the Provincial Secretary worked to strengthen French-language services in Saskatchewan with the launch of the virtual French-language Service Centre, as well as recognize and support francophone culture through francsaskois flag dedications in two Saskatchewan communities and investing in the Troupe du Jour Multi-user Theatrical Centre.

We supported economic growth in Saskatchewan by helping to build and strengthen national and international relationships through several initiatives including increased engagement with Diplomatic Corps in Montreal, Vancouver and Calgary, and participation in a mission to the Ukraine led by the Deputy Premier.

The Office also fulfilled its commitment to foster pride and a sense of identity in Saskatchewan through the Provincial Honours and Awards Program and events like the Saskatchewan talent showcase at the Governor General's farewell gala.

These objectives align with the Government's goals for economic growth and security and delivery of promises to ensure the highest quality of life for all Saskatchewan citizens. The Office of the Provincial Secretary will continue to provide opportunities to honour our history, celebrate our achievements and promote the diversity and character of our province.

A handwritten signature in cursive script that reads "Donna Harpauer".

Donna Harpauer
Provincial Secretary



Deputy Minister's Letter of Transmittal

The Honourable Donna Harpauer
Provincial Secretary

Dear Minister:

I have the honour of submitting the Annual Report of the Office of the Provincial Secretary for the fiscal year ending March 31, 2011.

This report outlines progress on commitments and financial administration and management control as they relate to the Office as of March 31, 2011. It reflects a year of notable initiatives that honour our history, celebrate our achievements and promote Saskatchewan as a destination of choice. We will continue to fulfill our mandate to promote the interests of our province and celebrate Saskatchewan's identity and diversity.

I acknowledge responsibility for this report and assure that the information contained herein is accurate, complete and reliable.

A handwritten signature in dark ink, appearing to read 'S.P. Isman'.

S.P. (Van) Isman
Deputy Provincial Secretary

Introduction

This annual report presents the Office of the Provincial Secretary's activities and results for the fiscal year ending March 31, 2011. It reports to the public and elected officials on public commitments made and other key accomplishments of the Office.

With the release of the Plan for 2010-11, results are provided on publicly committed strategies, actions and performance measures identified in the Plan. This report also demonstrates progress made on Government commitments as stated in the Government Direction for 2010-11, the Minister's 2010 Mandate letter, throne speeches, and other commitments.

The 2010-11 Annual Report sets the stage for future planning and budgeting processes by providing an opportunity to assess the accomplishments, results, and lessons learned, and identifying how to build on past successes for the benefit of Saskatchewan people.

Alignment with Government's Direction

The Office of the Provincial Secretary's activities in 2010-11 align with Government's vision and three goals:

Our Government's Vision

A secure and prosperous Saskatchewan, leading the country in economic and population growth, while providing a high quality of life for all.

Government's Goals

- Sustain Economic Growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.
- Secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.

- Keep Government's Promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Together, all ministries and agencies support the achievement of Government's three goals, and work towards a secure and prosperous Saskatchewan. The Office of the Provincial Secretary supports these goals by honouring our history, celebrating our achievements, and promoting the diversity and character of our province nationally and internationally.

The Office of the Provincial Secretary supports the Government's goal of **sustaining economic growth** by

- strengthening and building national and international relationships and relationships among leaders in the New West;
- fostering the development of French-language services to support French-speaking interprovincial and international immigration; and,
- promoting economic and community development initiatives in French-speaking communities.

The Office of the Provincial Secretary supports the Government's goal of a **secure Saskatchewan** by

- encouraging a sense of identity for Saskatchewan youth through education and recognition programs; and,
- fostering pride and a sense of identity in Saskatchewan by celebrating our past, present and future.

The Office of the Provincial Secretary supports the Government's goal to **keep promises and fulfill commitments** by leveraging federal investments for French-language services and initiatives.

Overview

The Office of the Provincial Secretary's key program branches includes Francophone Affairs/Affaires francophones, the Protocol Office, and the Office of the Lieutenant Governor. Government House was transferred to the newly established Office of the Provincial Capital Commission in March 2010.

Francophone Affairs co-ordinates and supports the creation and delivery of French-language services in Saskatchewan ministries, Crown corporations and agencies. The Branch also facilitates the liaison between the provincial government and the Francophone community of Saskatchewan, providing French-speaking citizens with a point of access to government.

The Protocol Office is responsible for official visits, premier's conferences, functions and symbols, the Legislative Building art collection and the Provincial Honours and Awards Program. The Honours and Awards Program recognizes the contributions of our citizens to the well-being of Saskatchewan people. Information on the program can be found at www.ops.gov.sk.ca/protocol.

The sole mandate of the Office of the Lieutenant Governor is to support the Lieutenant Governor in fulfilling his constitutional and ceremonial duties, as well as his specific initiatives.

The Office of the Provincial Secretary shares financial, information management, communication and other operational services with Municipal Affairs and several smaller ministries and entities.

The Office of the Provincial Secretary's total 2010-11 full-time equivalent (FTE) utilization was 21.8, representing a variance of 2.6 below the approved budget of 24.4 FTEs. The 2.6 under-utilization is primarily the result of vacancy management.

Mandate

The Office promotes Saskatchewan's interests and celebrates Saskatchewan's identity and diversity. The Office co-ordinates and manages matters relating to official protocol, provincial honours and awards, and French-language services. It also provides administrative services to the Office of the Lieutenant Governor.

Progress in 2010-11

The Office of the Provincial Secretary supports Government's goal to Sustain Economic Growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.

Strengthen and build regional, national and international relationships

Results:

Effectively engage the Consular and Diplomatic Corps for the economic benefit of Saskatchewan through:

- *regular engagement to establish and maintain a long-term relationship;*

The Diplomatic Corps consists of representatives of foreign countries and are located in embassies or high commissions in Ottawa. The Consular Corps are regional or local representatives of embassies or high commissions.

As a continuation of the Office of the Provincial Secretary's (OPS) proactive approach, the Provincial Secretary completed three outreaches to Consular Corps in April and September 2010. The Chief of Protocol undertook one outreach to members of the Diplomatic Corps in October 2010, engaging officials from India, France, Ukraine and several other countries. In total, these activities have reached out to over 100 members of the Diplomatic and Consular corps.

- *provision of ongoing support to ministries impacted by engagement activities;*

Copies of meeting reports with members of the Diplomatic and Consular corps have been shared with Intergovernmental Affairs - International Relations on a regular basis. These reports are distributed to appropriate ministries and agencies.

- *ensuring that mutually beneficial items, such as the establishment of Honorary Consuls, are pursued;*

Following the proactive engagement by the Office with the diplomatic and consular representatives of Morocco, a new Honorary Consul was appointed in September. Additional countries are pursuing the appointment of Honorary Consuls to Saskatchewan, including South Korea.

- *developing and delivering an annual International Saskatchewan Day in Ottawa;*

Through the Consular and Diplomatic Corps, develop and deliver programs that enhance Saskatchewan's profile, including hosting an annual International Saskatchewan Day in Ottawa. (2010 Mandate Letter)

Initial consultation with the Government of Canada, Department of Foreign Affairs and International Trade, has been initiated to plan and deliver the first International Saskatchewan Day in Ottawa in 2012.

- *developing and delivering an annual program for Consuls General; and,*

On October 27th and 28th, the Government of Saskatchewan, with assistance from OPS, hosted representatives from Austria, Bangladesh, France, Ghana, Indonesia, Israel, Japan, Mexico, Philippines, the Netherlands and Switzerland. The two-day program included attendance at the Speech from the Throne, and interaction with senior elected officials of Saskatchewan.

- *Coordinate with Executive Council – Intergovernmental Affairs, Protocol Office and the Minister Responsible for Trade to engage the Consular and Diplomatic Corps to provide economic benefit to Saskatchewan, with particular emphasis on ensuring the province's aggressive trade agenda is supported. (2010 Mandate Letter)*

In partnership with Intergovernmental Affairs — International Relations, the Office hosted a four day Lean Value-Stream Mapping event in September focused on reviewing incoming and outgoing missions. Present at the workshop were representatives of Enterprise Saskatchewan, Saskatchewan Trade and Export Partnership (STEP), and the ministries

of Energy and Resources and Advanced Education, Employment and Immigration.

- Proactive initiatives have resulted in increased outgoing and incoming engagement, both nationally and internationally. Results include the improved efficiencies and effectiveness in the hosting of conferences, outreach to Diplomatic and Consular Corps, support to national and international missions, and other accomplishments displayed throughout this report.

Manage the Province's international calendar, comprising both incoming and outgoing events, to ensure better coordination of Government of Saskatchewan resources (knowledge and financial).

Ensure effective coordination of government resources and engagement in international events that are hosted or attended by senior Saskatchewan officials. (2010 Mandate Letter)

- In 2010, OPS initiated the application of a shared calendar website which provides a central location for information on incoming and outgoing missions by senior officials of the Government of Saskatchewan. Frequently updated, the calendar is web accessible and currently has over 130 registered users.
- The Office provided logistical support to the outreach mission by the Premier to China and Japan in May 2010. This support focused on ensuring important details for the mission were properly addressed. In addition, OPS provided support to the Minister of Advanced Education, Employment and Immigration's outreach mission to India in May 2010.

Manage events with direct relevance to the Premier and the Provincial Secretary by:

- *providing advisory services to the Provincial Capital Commission; and,*

Since the establishment of the Provincial Capital Commission, the Office of the Provincial Secretary staff has participated in an advisory capacity in the planning meetings of the 100th Anniversary of the Legislative

Building. The Office will also provide advice to the Diamond Jubilee Committee as it prepares for and performs the 2012 celebrations of the 60th anniversary of Her Majesty Queen Elizabeth II accession to the Throne.

- *maximizing efficiencies through the engagement of private sector event planners.*

Provide effective support to the Premier through event management and delivery, engaging private sector services as required. (2010 Mandate Letter).

In 2010-11 preparatory actions have taken place; a plan to engage with private sector events planners to determine their capacity and cost is in development. This plan will determine if this approach would be cost effective as well as efficient.

- In 2010-11, the Office developed with the private sector a plan for the provision of Saskatchewan pins and flags.

Key protocol events in 2010-11

April 10	State Funeral for former Chief Justice E.D. Bayda
April 12	End of an Era event – Legislative Building
April 30	Tri-Lateral Joint Cabinet Meeting, Government House
May 5	Olympic Recognition Event, Legislative Building
July 24	Fransaskois Flag Recognition Event – St. Denis
July 31	Fransaskois Flag Recognition Event – Ferland
August 23	Governor General Farewell Visit – Regina, Saskatoon and La Ronge
October 27	Opening of the 4th Session of the 26th Legislature and Consular Corp Program
November 9	Service of Remembrance for the Public Service

Support an international engagement strategy with respect to the International Francophonie.

Saskatchewan was represented at the 13th Francophonie Summit as part of the Canadian delegation. The Summit offered an opportunity for Saskatchewan to promote its energy, mining and agricultural strengths with key export markets such as France, Morocco, Tunisia, Egypt, Belgium, Vietnam and Thailand.

Support the Premier during his tenure as Chair of the Council of Federation.

The term of the Premier as Chair of the Council of the Federation concluded in August of 2010. Previously, OPS provided logistical services to the 2009 Summer Meeting of the Council of the Federation held in Regina at Government House. All of the provinces and territories were represented, and a total of 11 Premiers attended the meeting, with Newfoundland & Labrador sending a representative for the Premier.

Support initiatives that promote and encourage relationships and collaborative activities within the western region.

Logistical support was provided by the Office during the outreach to China and Japan by the Premiers of Saskatchewan, Alberta and British Columbia. During this outreach, the establishment of a New West Partnership trade office was announced in Shanghai, China, advancing Western Canada's interests and bolstering economic ties in China.

Coordinate joint Cabinet meetings with Alberta and British Columbia, and with Manitoba.

The Office provided logistical support for the April 2010 joint Cabinet Meeting of Saskatchewan, Alberta and British Columbia in Regina, Saskatchewan.

Support the Deputy Premier as Minister responsible for The Ukrainian Famine and Genocide (Holodomor) Memorial Day Act and his responsibility for the Saskatchewan-Ukraine Relations Advisory Committee.

The Office of the Deputy Provincial Secretary has provided logistical support and funding

for members of the Saskatchewan-Ukraine Relations Advisory for travel to Ukraine, as part of the continued relationship-building with Ukrainian officials.

Support the Minister of Corrections, Public Safety and Policing in his role as Military Liaison.

In 2010-11 the Office provided advisory services to the Minister of Corrections, Public Safety and Policing in his role as Military Liaison, including the development of a cadet recognition mechanism. In 2011-12, this advisory role will be assumed by the Office of the Provincial Capital Commission.

Measurement Results: Number of conferences and international visits to and from Saskatchewan

In collaboration with Executive Council – Intergovernmental Affairs and other ministries and agencies, OPS provides support to initiatives that promote and encourage relationships and collaborative activities among national leaders, as well as international partners. International relations are a vital cornerstone of Saskatchewan's outward-oriented economy.

This measure serves as an indicator of the level of interest in Saskatchewan, both nationally and internationally, as it relates to economic growth, research and development, natural resources, international trade, business, and tourism. International visits include engagement with ambassadors, high commissioners, consuls general and other representatives from numerous countries.

Figure 1

Fiscal Year	Total International Engagements	Conferences in Saskatchewan
2010-11	59	1
2009-10	54	5
2008-09	28	4
2007-08	26	1
2006-07	34	1

Source: Office of the Provincial Secretary – Protocol Office

- Including both outgoing and incoming visits, this proactive approach resulted in 59 total international engagements in 2010-11. Examples of these efforts include an outreach in Ottawa that engaged representatives from seven countries, including Belgium, India, France and Ukraine and incoming visits through the Consular Corps Program that helped build relationships with nine countries. In addition, though it is only counted as one engagement above, a September luncheon in Vancouver reached 43 representatives of foreign countries.

Develop French-language services to support French-speaking interprovincial and international immigration

Results:

Encourage the development of programs that increase community capacity to support the recruitment, settlement, and retention of French-speaking people to the province, e.g. manage the French-language Service Centre.

In 2010-11, French services and website content has been expanded, e.g. the Young Worker Readiness Certificate Course is now available in French. Usage of the French-language Service Centre Bonjour! website, available at www.bonjour.gov.sk.ca, is expected to grow in 2011-12 as awareness of the site increases.

Continue to increase French-language content on Saskatchewan's Government websites.

Translation services, which support policy analysis and service delivery by executive government, reached a peak of 709,566 words translated in 2009-10. In 2010-11, 557,456 words were translated.

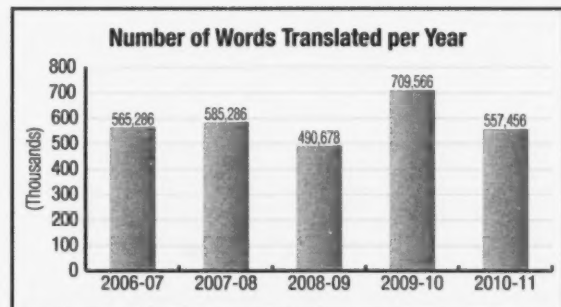
Provide expanded French-language services to citizens province-wide.

Service requests from citizens are tracked using a contact management system. As of March 31, 2011 the Service Centre has received 401 service requests. Over 200 pages of content are accessible online and nearly 59,000 visits on the Bonjour! website were recorded in 2010-11.

Measurement Results: Volume of translations that support French-language services

The number of words translated is an indicator of the level of services, programs or materials provided in French to the Saskatchewan public.

Figure 2



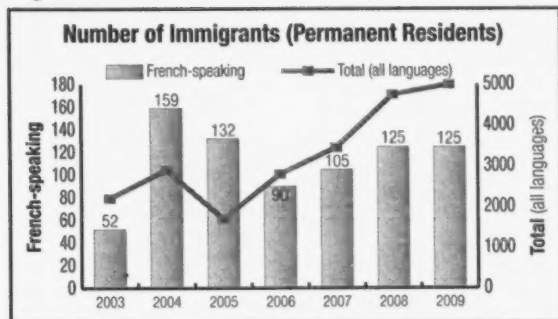
Source: Office of the Provincial Secretary – Francophone Affairs

- Translation services are key to providing accessible resources to current, newly arrived and potential French-speaking Saskatchewan citizens. The Office provides an efficient internal translation service to support the delivery of French-language programs and services offered by ministries, Crown corporations and agencies.
- Translation numbers have held up in recent years as new French-language content is added to the French-language Service Centre Bonjour! website.

Number of French-speaking immigrants to the province

Tracking the number of permanent residents as a measure of new immigrants by language ability allows us to measure the success of activities regarding the attraction of French-speaking immigration to the province. In addition to Saskatchewan's high quality of life, attractive economy and unique cultural mix, improved provision and promotion of French-language services helps recruit and retain newcomers from across Canada and the International Francophonie.

Figure 3



Source: Office of the Provincial Secretary – Francophone Affairs

- As evidenced in the above graph, both the total of all immigrants and French-speaking immigrants has risen in recent years. The anticipated growth of French-speaking newcomers to the province will create additional pressures for French-language services. Increasing Saskatchewan's capacity to offer French-language services will have a positive impact on the retention of these French-speaking migrants and will also raise the effectiveness of services, particularly in human services such as health, early childhood development and education.
- French-speaking immigrants can potentially become a key group to respond to Saskatchewan's labour needs and help grow our communities and province. French-speaking citizens also contribute actively to their community and province through a network of close to 90 local, regional and provincial volunteer associations.

Promote economic and community development initiatives in French-speaking communities

Results:

Foster partnerships and collaboration between the Francophone network of community organizations and Saskatchewan ministries.

Continue to strengthen and effectively participate in the relationship with La Francophonie and the community that promotes the Fransaskois throughout Canada. (2010 Mandate Letter)

- Francophone Affairs continues to strengthen its central agency role through liaison with other ministries to support the implementation of the French-language Services Policy and to provide additional French-language services to the public in collaboration with ministries, Crown corporations and agencies.
- Key deliverables in 2010-11 include:
 - together with the Ministry of Tourism, Parks, Culture and Sport, providing \$375,000 to La Troupe du Jour (\$200,000 was provided by OPS), Saskatoon's French speaking theatre company for the creation of a Multi-user Theatre Production Centre;
 - increasing services in French to the Fransaskois community through the French-language service centre and the Bonjour! website; and,
 - presenting the communities of St. Denis and Ferland with a Fransaskois flag in recognition of their contribution to French language and culture in Saskatchewan.

In consultation with the Advisory Committee on Francophone Affairs identify and undertake initiatives in key areas, e.g. rural development, education, labour, and immigration.

Work with the Advisory Committee on Francophone Affairs to identify critical areas of cooperation. (2010 Mandate Letter)

- The Provincial Secretary accompanied a delegation comprised of approximately 40 entrepreneurs, producers, community leaders and officials from Saskatchewan in Quebec in April. They visited the Charlevoix region to explore models for local manufacturing of food products and agro-tourism for application in Saskatchewan.
- The Office of the Provincial Secretary provided financial support of \$25,000 for the implementation of a Terroir Centre in the Batoche area. The Centre is an initiative for rural areas that champions the development and marketing of high-quality, locally grown food products to revitalize agricultural communities and create new business and cultural opportunities in Saskatchewan.

- The Committee released reports on the following three topics: early childhood and education, French second-language programs, and immigration and inter-provincial migration. The Committee also held a meeting on health. A report will be forthcoming in the first half of 2011-12.

The Office of the Provincial Secretary supports Government's goal to secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.

Foster pride and a sense of identity in Saskatchewan by celebrating our past, present, and future

Results:

Identify additional historic sites to showcase the Fransaskois flag as a provincial emblem.

In 2010-11, a Fransaskois flag and commemorative plaque were presented to the communities of St. Denis and Ferland. The Office will target two more communities in the summer and fall of 2011.

Celebrate the achievements of Saskatchewan citizens through the promotion of the Honours and Awards Program.

Manage Honours and Awards ceremonies in partnership with the private sector and with involvement from the Office of the Lieutenant Governor. (2010 Mandate Letter)

In 2010-11 the Honours and Awards Program has delivered the following investitures/presentations and dinners/luncheons or receptions:

- Saskatchewan Order of Merit: The Saskatchewan Honours Advisory Council met in September to review 36 nominations (34 new and two carryovers) for this year's Saskatchewan Order of Merit. Seven recipients were invested into the Order in November at an investiture and dinner attended by 254 people.
- Saskatchewan Volunteer Medal: Out of 53 nominations (45 New nominations, five carryovers and three transfers from the Saskatchewan Order of Merit) received for the 2009 nomination process and reviewed in 2010 by the selection committee, ten recipients were recognized in April 2010 with the Medal at a Presentation Ceremony and Luncheon with 82 guests.
- Saskatchewan Premier's Award for Excellence in the Public Service: Receipt of 18 nominations were reviewed at a Premier's Award for Excellence Selection Committee in June. Of those nominations five teams were chosen to receive this recognition and 225 people were invited to receive their recognition and certificate at a luncheon hosted by the Premier.
- Saskatchewan Protective Services Medal: 259 nominations were reviewed at advisory committee meetings in 2010-11. As of March 31, 2011, four events were held recognizing 149 recipients with this provincial honour.
- Saskatchewan Youth Award: Six recipients for 2009-10 were recognized at a presentation ceremony and dinner in May 2010 with 70 guests.
- The Office has entered into a partnership with the Saskatchewan Weekly Newspapers Association (SWNA) respecting the amalgamation of the Saskatchewan Youth Award with the Junior Citizens Award and the Community Spirit Award. As a result, the Office no longer delivered the Saskatchewan Youth Award in 2010-11, as recognition of Saskatchewan youth accomplishments will now be recognized by SWNA. In 2011-12, a joint committee will meet to determine criteria and put out a call for nominations for the awards. This process will be managed by SWNA. Additional opportunities are also being pursued.

Measurement Results: Nominations in Honours and Awards Programs

Saskatchewan's Honours and Awards Program celebrates the achievements of Saskatchewan people. It contributes to a culture of recognition and encourages a sense of community, identity and pride. This measure serves as an indicator of our province's success in fostering pride, hope and confidence in our citizens.

Figure 4

Honours and Awards Program	2006-07	2007-08	2008-09	2009-10	2010-11
Saskatchewan Order of Merit	56	39	71	43	34
Saskatchewan Volunteer Medal	92	53	43	34	45
Premier's Award for Excellence in the Public Service	30	22	14	12	18
Saskatchewan Protective Services Medal	110	78	77	158	259
Saskatchewan Youth Award	28	52	47	20	0
Total:	316	244	252	267	356

Source: Office of the Provincial Secretary – Protocol Office

* The Office has entered into a partnership with SWNA to deliver the Saskatchewan Youth Award alongside the Junior Citizens of the year Award. As a result, the Youth Award was not delivered in 2010-11. In 2011-12, a joint committee will meet to determine criteria and put out a call for nominations for the awards. This process will be managed by SWNA.

- Improvements to the Honours and Awards Program have increased efficiency by issuing call for nomination packages through email to Members of the Legislative Assembly, municipalities, sport and recreation associations, and other agencies and organizations, reducing the number of hard copy packages and the associated costs. In 2010-11, 2,200 packages were issued through email as a PDF, replacing the more costly and time-consuming method of sending out hard copy packages consisting of letters, brochures, envelopes and stamps.

The Office of the Provincial Secretary supports Government's goal to keep Government's promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Pursue federal investment for services, initiatives, and infrastructure

Results:

Assist community organizations to access direct federal investments for services in Francophone communities.

Explore joint funding opportunities to respond to infrastructure needs in French-speaking communities across the province.

The provincial government has provided \$375,000 to La Troupe du Jour, Saskatoon's French speaking theatre company, for the creation of a Multi-user Theatre Production Centre. This contribution was essential for securing federal funding of \$1,275,000.

Leverage additional federal investments in collaboration with ministries to support Francophone initiatives throughout the province.

In 2011-12, Saskatchewan will enter into the renegotiation of its fifth consecutive cost-shared agreement on Francophone affairs with the federal government. The current agreement ended on March 31, 2011.

Measurement Results: Level of federal investment in French-language related initiatives

OPS co-ordinates the province's relationship with the Government of Canada across ministries concerning French-language programs and initiatives. Critical to this relationship is the provision of federal funding directed towards improving and expanding important areas such as French-language education and services. The following measure allows the Office to assess the impact of its work on stimulating additional federal investments in Saskatchewan.

Figure 5



Source: Office of the Provincial Secretary – Francophone Affairs

- Investments by Saskatchewan to support French-language initiatives are supported through joint Canada-Saskatchewan funding agreements through which Saskatchewan can target its own priorities. As the graph above displays, the level of federal investment has increased in the past several years.

- The renewal of the Canada-Saskatchewan Agreement on Francophone Affairs between the Government of Canada and the Government of Saskatchewan will allow Saskatchewan to continue to offer French-language services and initiatives in 2011-13. This funding will be utilized to:
 - provide French-language services to Saskatchewan citizens in areas such as justice, immigration, employment and daycares;
 - support the work of the Advisory Committee on Francophone Affairs that provide advice to the Government on how to provide better access to services in French; and,
 - support the translation service, which enables Saskatchewan citizens to correspond with their provincial government in English or French.

2010-11 Financial Overview

Financial Results

The Office of the Provincial Secretary's total 2010-11 expenses were \$3.5 million, representing a variance of \$0.049 million above the approved appropriation (\$60,000 in additional funding was approved through Supplementary Estimates). This variance is primarily as a result of increased expenses related to state ceremonial events.

The Office of the Provincial Secretary's total 2010-11 revenues were \$896,000, representing a variance of \$20,000 above budget. This variance is primarily attributable to refunds from prior year expenditures.

The administrative costs for the Office of the Provincial Secretary are included in the Ministry of Municipal Affairs, as the Office of the Provincial Secretary has entered into a shared service arrangement with the Ministry of Municipal Affairs for the provision of these services, rather than establish an independent administrative function.

Summary

The following table summarizes budgeted versus actual expenditures by subvote and subprogram. Variance explanations are provided for all variances that are greater than 5% and \$50,000.

In thousands of dollars				
Subvote/Subprogram	2009-10 Actual (Restated)	2010-11 Estimates	2010-11 Actual	Variance Over/(Under)
Central Management and Services	647	663	662	(1)
Provincial Secretary	3,117	2,754	2,804	50
Lieutenant Governor's Office	659	677	737	60 1
Office of Protocol and Honours	1,468	1,061	1,112	51 2
Francophone Affairs	990	1,016	955	(61) 3
Sub-total	3,764	3,417	3,466	49
Supplementary Estimates/ Special Warrant	0	60	0	0
Capital Assets	0	0	0	0
Capital Asset Acquisitions	0	0	0	0
Capital Asset Amortization	0	0	0	0
Total Appropriation	3,764	3,477	3,466	(11)

Explanations of Major Variances

2010-11 Results:

- 1) Additional travel and information technology expenditures.
- 2) Increased expenses related to state ceremonial events.
- 3) Vacancy management, and other operational and program under expenditures.

Summary of Revenues

The Office's major revenue relates to agreements with the federal and other governments. All revenue collected is deposited in the General Revenue Fund. A summary of the Office's 2010-11 budgeted revenue compared to actual revenue is presented below. Variance explanations are provided for all variances that are greater than \$100,000.

In thousands of dollars			
Revenue Category	Budget	Actual Revenue	Variances Over/(Under)
Sales, Service, Service Fees	16	9	(7)
Authenticating Fees	16	9	(7)
Transfers from Other Governments	0	2	2
Francophone Affairs – National Coordination Function (MCCF)	0	2	2
Transfers from the Federal Government	860	860	–
Canada-Saskatchewan Agreement on French Language Services	860	860	–
Other Revenue	0	25	25
Refunds – Previous Year Expense	0	25	25
Total Revenue	876	896	20

Explanations of Major Variances

Nil.

Financial Accountability Statement

The Office of the Provincial Secretary is responsible for ensuring:

- public accountability for Government finances entrusted to the Office;
- fiscally responsible management of its resources and financial affairs;
- compliance with existing legislation and regulations;
- systems and controls are in place to safeguard public assets; and,
- appropriate results are reported to the public and the legislature.

There are a number of external controls in place to monitor these responsibilities. They include:

Audited Results – The Provincial Auditor's Office has legislative responsibility to audit the Office of the Provincial Secretary. Audit conclusions are published in a report to the Legislative Assembly of Saskatchewan. If a deficiency is reported by the Provincial Auditor, the Office may be called to appear before the Standing Committee on Public Accounts.

Accountable to the Legislature – The Office's annual budget is detailed in the Saskatchewan Provincial Budget Estimates. The Office is called to appear before a Legislative Committee to defend the Office's budget estimates.

Public Reporting – Expense and revenue details as they pertain to the Office are published in the Annual Report and Public Accounts.

For More Information

Additional information about the Office of the Provincial Secretary is available at our website: www.ops.gov.sk.ca. The website includes both general and detailed information about the Office, its key programs, special studies and legislation for which the Office is responsible.

For more information about the Office, or to provide feedback about our 2010-11 Annual Report, please contact us at:

Office of the Provincial Secretary
Room 348, Legislative Building
2405 Legislative Drive
Regina SK S4S 0B3
Phone: (306) 787-7360
E-mail: www.ops.gov.sk.ca/Contact

Branches of the Office of the Provincial Secretary

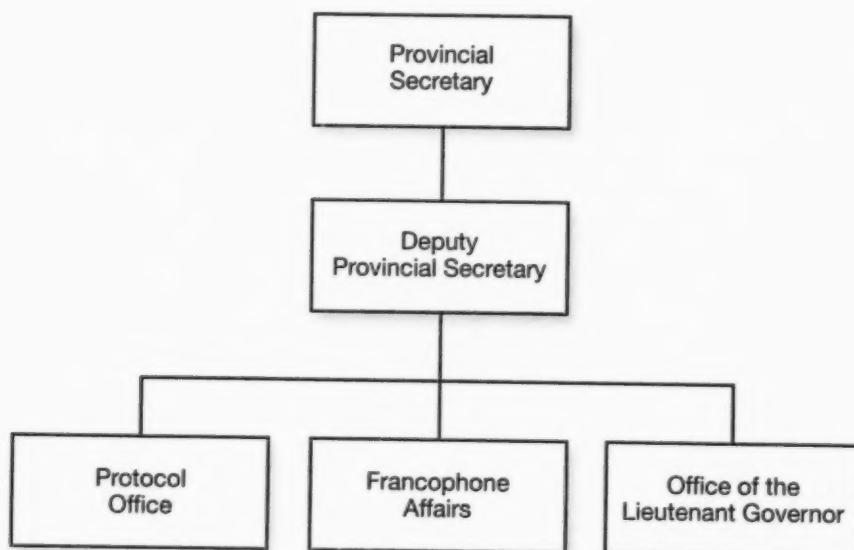
Francophone Affairs/Affaires francophones Branch
1420 – 1855 Victoria Avenue
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E-mail: lgo@ltgov.sk.ca

Appendices

Organizational chart as at March 31, 2011



Legislative Responsibilities

Acts and Regulations which are the responsibility of the Office of the Provincial Secretary in 2010-11:

- *Provincial Emblems and Honours Act, 1988*
 - jointly assigned to the Provincial Secretary and the President of the Executive Council
- *Saskatchewan Protective Services Medal Regulations, 2007*
- *Provincial Secretary's Act, 1979*
- *The Provincial Secretary's Regulations (1981)*
- *Recognition of Telemiracle Week Act, 2006*

Publications released by the Office during the year are available at our website: www.ops.gov.sk.ca

